



Connecticut Treasury's Summer Employment Program

2016 Summer Internship Program (Non Paid Positions)

The Office of the State Treasurer (OTT) is accepting applications from highly motivated and qualified college students for its 2016 Summer Internship Program.

College credit may be arranged through an individual's college or university. Positions are based on a 40-hour work week unless otherwise arranged in advance of start date.

Placements are limited and the selection process is highly competitive.

General Overview:

The Treasury is responsible for the safe custody of the property and money belonging to the State and manages, borrows, and invests all funds on its behalf. The Treasury oversees the investment of the State's pension and trust fund assets; a local government investment pool; unclaimed property; and the assets of the Connecticut's college savings program, the Connecticut Higher Education Trust.

The OTT provides selected summer interns with a unique opportunity to acquire specialized experience within one or more of its divisions and units, including: Pension Funds, Debt and Cash Management; Second Injury Fund; Unclaimed Property, Policy, Legal and Business/Management, Communications, External Relations and Information Technology.

Working closely with OTT staff and under supervision of managers or senior division personnel, interns will acquire valuable knowledge concerning the primary functions and business operations of each core area.

General Requirements:

- Participation is open to matriculating undergraduate or graduate students enrolled at accredited colleges and/or universities where degrees are conferred.
- Applicants must be in good academic standing as demonstrated by submission of a certified college transcript, which is required.
- Applicants should possess excellent analytical, verbal and writing skills.
- The ability to work independently and in multi- or cross-subject areas is highly preferred
- Preference is given to college students who are state residents with proof of identification such as a Connecticut driver's license or U.S. passport.

Educational Degree, Field or Course Requirements

Preferred fields of Study and/Concentration include, but are not limited to: Accounting, Business, Communications/Media, Computer Science/Information Technology, Finance, Government, Liberal Arts, Planning, Political Science, Pre-law/Law, Public Policy and Sociology/Social Sciences.

Application Instructions:

Interested and qualified candidates who meet the above requirements must submit a cover letter of interest, resume, and a State of Connecticut Application For Examination Or Employment (Form CT-HR-12).

Application Deadline:

Applicant information must be submitted by *5 PM, close of business, Friday, April 22, 2016*.

Professional and Personal Letters of Reference are accepted.

Submission Procedures:

Applications may be mailed, emailed or faxed to:

Office of the State Treasurer
Human Resources, Personnel Administrator
55 Elm Street, 7th Floor
Hartford, CT 06106

Email: Theodore.Janiszewski@ct.gov

Phone: 860.702.3144

FAX: 860.622.4905

Additional Agency Contact:

Gail M. Crockett
External Relations Director/Senior Executive Assistant
Office of the State Treasurer
55 Elm Street
Hartford, CT 06106
Tel: 860-702-3282
Email: Gail.Crockett@ct.gov